



MyBiz+ for Employees

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# Civilian Career Brief

*Serving Those Who Serve Our Country*

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## Introduction

### Purpose

The purpose of this guide is to provide Employees step-by-step instructions on how to access and view their single page Civilian Career Brief.

**Who Should Use This Guide** DoD Appropriated Fund, Non-Appropriated Fund (NAF) and Local National (LN) Employees, and National Guard Technicians who wish to view their own single page Civilian Career Brief.

### Background

MyBiz+ for Employees provides access to numerous reports of which the single page Civilian Career Brief is now included.

### Who to Call For Help?

If you have a question regarding your HR data in MyBiz+, please contact your servicing Human Resources Office.

If you have a question regarding your login or access to other applications within MyBiz+ pages or system functionality, please contact your Component Help Desk. The Component Help Desk list is located at the bottom of the DCPDS Portal page at <https://compo.dcpds.cpms.osd.mil>.

### Navigation Tips

Use Control and mouse click (Ctrl + Click) on the hyperlinked words to view associated screenshots or move throughout the document. Use the keyboard shortcut alt and left arrow (Alt + left arrow) to go back to where you were.

## For Employees

### Overview – Single Page Civilian Career Brief

The Civilian Career Brief contains important employee related personnel information. This single page document is organized by sections which includes but not limited to employee, position, education, training, award and performance information.

### Navigation to Civilian Career Brief – for Employees

From the MyBiz+ homepage, select the Reports tile (Figure 1). Then, from Employee Reports section, select the Civilian Career Brief link (Figure 2).

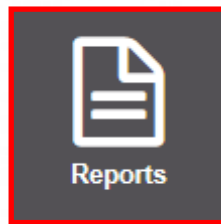


Figure 1

### Viewing the Civilian Career Brief

From the Reports page, select the View/Print link to access your Employee Civilian Career Brief.

Employee Reports	
Civilian Career Report	<a href="#">View/Print</a>
Awards Information Report	<a href="#">View/Print</a>
Certification/Licenses Report	<a href="#">View/Print</a>
Emergency Contact Report	<a href="#">View/Print</a>
Joint Duty Assignment Information	<a href="#">View/Print</a>
Training Report	<a href="#">View/Print</a>
Employee Interactive Reports	<a href="#">View/Print</a>
Employee Civilian Career Brief	<a href="#">View/Print</a>

Figure 2

After selecting View/Print, the single page Civilian Career Brief displays. Review your career brief to ensure your personnel information is complete and accurate!

Note: Pop up blocker must be off. You must select 'open' on the pop-up at the bottom of the screen in order to view the Civilian Career Brief.

**CIVILIAN CAREER BRIEF**

Firstname.lastname@mail.mil

As of Date		Pay Plan-Series-Grade/Step		Position Title		Employee Name	
				SUPERVISORY PSYCHOLOGIST (ENGINEERING)		Wofw P. AJP Sque	
Service Data				Training			
SCD Leave	06-Feb-06	Course		Training		Hrs	Comp Date
SCD RIF	06-Feb-06	SPAT NO FEAR ACT TRAINING Z2133081				1	26-Jun-14
SCD Civilian	06-Feb-06	SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING STAND DOWN				1	26-Jun-14
Veterans Preference for RIF	No	TFAT FORCE PROTECTION Z2133079				1	26-Jun-14
Emergency Essential Position	Posn not E-E, NCE, or Key	TFAT SUICIDE PREVENTION TRAINING Z2133113				1	26-Jun-14
Date Est Return from Overseas Assign (DEROS)	06-Feb-06	TFAT HUMAN RELATIONS Z2133080				1	26-Jun-14
Date Assigned Current Agency	06-Feb-06	FIRE EXTINGUISHER SAFETY COAS80				1	26-Jun-14
Appointment Type	Competitive - Career	SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING STAND DOWN				1	26-Jun-13
Servicing HRI Office	Kirtland AFB, NM 87115	TFAT SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING Z2133				1	26-Jun-13
Position Obligated	No	TFAT FORCE PROTECTION Z2133079				1	26-Jun-13
WGI Due Date	27-Dec-15	TFAT SUICIDE PREVENTION TRAINING Z2133113				1	26-Jun-13
Performance Data				Professional Certifications/Licenses			
Performance Rating	Date	Certifications/Licenses		Professional Certifications/Licenses		Date	
Fully Successful	01-Jun-14	Journeyman Inside Wireman				01-Jun-15	
Fully Successful	01-Jun-13						
Fully Successful	01-Jun-12						
Fully Successful	01-Jun-11						
Education				Professional Certifications/Licenses			
School	Major/Program	Educational Level		Year		Source	
Brigham Young University, Provo UT	Organizational Behavior Studies (S)	Masters degree		1983		Self Certified	
Brigham Young University, Provo UT	Social Work (440701)	Bachelor's degree		1981		Self Certified	
Languages				Languages			
Language	Proficiency Level	Reading	Speaking	Listening	Writing		
Awards				Defense Enterprise Program Area			
Type	Date	Program Area		Certification/Specialty		Comp Date	
Time Off Award	02-Jun-14						
Time Off Award	02-Jun-14						
Time Off Award	15-Sep-13						
Time Off Award	15-Sep-13						
Quality Step Increase	03-Jun-12						
Quality Step Increase	03-Jun-12						
Career Experience History				Career Experience History			
Start Date	PP-Series-Gr	Title	Supv Status	Position Level	Work Schedule	Organization	Duty Location
01-Feb-15	GS-0180-14	SUPERVISORY PSYCHOLOGIST (ENGINEERING)	Supervisor	Major Command	Full-Time	AF OP TST EVAL CTR	Kirtland AFB, Bernalillo, NM
12-Sep-10	GS-0180-14	SUPERVISORY PSYCHOLOGIST (ENGINEERING)	Supervisor	Major Command	Full-Time	AF OP TST EVAL CTR	Kirtland AFB, Bernalillo, NM
06-Jun-08	YD-0180-02	SUPERVISORY PSYCHOLOGIST (ENGINEERING)	Supervisor	Major Command	Full-Time	AF OP TST EVAL CTR	Kirtland AFB, Bernalillo, NM
15-Oct-06	YD-0180-02	PSYCHOLOGIST (ENGINEERING)	Non-Superv	Major Command	Full-Time	AF OP TST EVAL CTR	Kirtland AFB, Bernalillo, NM
06-Feb-06	GS-0180-13	ENGINEERING PSYCHOLOGIST	Non-Superv	Major Command	Full-Time	AF OP TST EVAL CTR	Kirtland AFB, Bernalillo, NM
Acquisition Experience Months				Acquisition Experience Months			
Career Field	Scientist and Engineer	Professional Military Education Course Title		Type		Required End Date	
Acquisition Experience Months		2011 SSA CONFERENCE		AF-Astrotech and Space Science Other		15-Sep-11	
Contract Office Qualified		OPERATIONS RESEARCH/SYSTEMS ANALYSIS FAMILY		AF-Professional and Other - Miscellaneous		30-Oct-09	
T102 Series Qualified		MILITARY PERSONNEL MGMT COURSE (EQV)		AF-USAF Military Personnel Management Course (MPMC)		15-Jun-98	

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Unclassified Privacy Act Protected Information

## Summary

The Civilian Career Brief is a single page document which contains all your most important personnel information. Sections include but not limited to employee, position, education, training, awards and performance information. Employees may access their own Civilian Career Brief to ensure their personnel information is accurate and complete.